**** City of Ann Arbor

 Office of Sustainability and Innovations

*Instructions to Building Owners: Please complete the following fields and send this letter to the tenants of your building.*

To:

*Tenant Name:*  Click or tap here to enter text.

*Tenant Address:* Click or tap here to enter text.

From:

 *Building Owner or Representative:*  Click or tap here to enter text.

Date:Click or tap to enter a date.

The City of Ann Arbor’s Energy and Water Benchmarking and Disclosure ordinance (City Code 104) requires the owner of this building or their representative to annually report this building’s total energy and water use to the City of Ann Arbor.

The purpose of this ordinance is to advance the goals of the City’s A2ZERO Carbon Neutrality Plan and to promote the safety, health, welfare, and comfort of Ann Arbor residents and businesses. By consenting to share energy and water data with the owner of this building, you can help this building owner better understand the performance of this building and assess opportunities to make improvement and contribute to the City of Ann Arbor’s climate action plans.

In order to comply, building owners or their representatives are required to have tenants fill-out and sign the attached DTE Customer Data Release Form.This release form is required for buildings with five or less tenants. Please note the building owner will not have access to your individual meter readings or bills, unless you are the sole tenant of this building. This form allows DTE to release this building’s total electricity and natural gas use, aggregated across the entire building.

Please return the form by:Click or tap to enter a date.[*30 days from date of request*] to:

 Organization or Name: Click or tap here to enter text.

 Email Address: Click or tap here to enter text.

DTE’s Energy Data Hub service is the most streamlined way to provide consumption data to the building owner to fulfill the annual benchmarking requirement. Tenants have the option to provide consumption data to the building owner by providing copies of monthly utility bills for the entire calendar reporting year.

For more information on the City of Ann Arbor Energy and Water Benchmarking ordinance, visit:

[A2gov.org/benchmarking](https://www.a2gov.org/departments/sustainability/Sustainability-Me/Businesses/Pages/Commercial-Benchmarking.aspx)

Thank you for your cooperation and prompt attention to this letter.